



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P. O. BOX 119  
HONOLULU, HAWAII 96810-0119

July 16, 1998

0416019902 1002  
RECEIVED  
JUL 17 1 50 PM '98  
COMPTROLLER'S OFFICE

COMPTROLLER'S MEMORANDUM NO. 1998-21

TO: Heads of Departments

ATTN: Purchasing Offices

SUBJECT: Executive Memorandum 98-04 (EM 98-04) – Purchase of  
Passenger Motor Vehicles

Departments are reminded to follow EM 98-04, Fiscal Year 1999 Budget Execution Policies and Instructions, Attachment A, paragraph 23.d, regarding the approval to purchase passenger motor vehicles.

All agencies are requested to submit the enclosed AMD MP-007 form to the Comptroller and to utilize the standard specifications developed by the Automotive Management Division for procurement of selected types of passenger motor vehicles. The responsibility for developing specifications and purchasing of other specialty type passenger vehicles not listed on AMD MP-007 shall remain with the purchasing agency. As stated in the memorandum, the availability of motor pool vehicles will be considered in evaluating the purchase request.

Should there be any questions, please contact Mr. Harold Sonomura of my Automotive Management Division at 586-0343.

  
RAYMOND H. SATO  
State Comptroller

Enclosure

COMPTROLLER'S APPROVAL FORM  
PROCUREMENT OF PASSENGER VEHICLES  
DATE \_\_\_\_\_

TO: State Comptroller  
Department of Accounting and General Services

ATTN: Automotive Management Division

FROM: \_\_\_\_\_  
Department / Agency

A. REQUEST APPROVAL TO PURCHASE:

[ ] New Vehicle [ ] Used Vehicle

B. NEW PASSENGER VEHICLE SPECIFICATIONS:

ITEM	DESCRIPTION	QTY	ISLAND
1	Sub-Compact 4-dr. Sedan (4-passenger)		
2	Compact 4-dr. Sedan (5-passenger)		
3	Intermediate 4-dr. Sedan (6-passenger)		
4	Compact Mini-Van (7-passenger)		
5	Compact Sport Utility (5-passenger) 4-dr., 4-wheel drive		

NOTE: Submit separate form for each vehicle type. Vehicles which are not listed do not require Comptroller review and approval.

C. USED PASSENGER VEHICLE:

QTY: \_\_\_\_\_ TYPE: \_\_\_\_\_

D. PROPOSED APPLICATION AND USE OF VEHICLE(S):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E.                   **JUSTIFICATION FOR PURCHASE:**

Describe reasons why it is not feasible or cost effective to rent a Central Motor Pool vehicle.

F.                   **OPERATION AND MAINTENANCE OF VEHICLE:**

Location (parking) for vehicle

Fueling Location

Repair/Maintenance Provider

☐ APPROVED

☐ DISAPPROVED

STATE COMPTROLLER

DATE

COMMENTS: